

FOR OFFICE USE ONLY	
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Employment Application

Name _____
(Last) (First) (Middle) (Application Date)

Address _____
(Number) (Street) (Apt.)

(City) (State) (Zip)

Telephone () _____
(Area Code)

Previous Address _____ How Long? _____
From To

Previous Address _____ How Long? _____
From To

All applicants will be considered for employment without regard to race, color, religion, creed, national origin, age, sex, marital status, pregnancy, disability, veteran status, or any other status protected by law. Diamond Vogel is an Equal Opportunity Employer.

PRELIMINARY INFORMATION

Positions you are applying for _____

Date available to start work _____

Hours/period of time available to work: (check all that apply) Full-Time Part-Time Summer Temporary Other

Who referred you to us? _____

Do you have any friends or family working for Diamond Vogel? Yes No If yes, who? _____

If you are under 18, can you furnish a work permit? Yes No Not under 18

Have you filed an application here before? Yes No If yes, give date _____

Have you ever been employed here before? Yes No If yes, give dates _____

Are you legally available for employment in this country? (Proof of U.S. citizenship or immigrant status will be required upon employment.) Yes No

If driving is required, are you legally authorized? (Proof of valid driver's license and driving record will be reviewed for employment.) Yes No

EDUCATIONAL RECORD

School	Name and Location of School	Course of Study	# Years Completed	Did You Graduate?	Degree or Diploma
Elementary				Yes No	
High School				Yes No	
College/ Technical				Yes No	

Outline key experiences and achievements through your education (such as subjects of concentration, interests, activities, and honors received): (Exclude those which may disclose your race, color, religion or any other status protected by law.)

List any computer education or experience (include names or types of software):

List any other special skills or qualifications you have:

MILITARY

U.S. Military Service: from _____ to _____

Nature of Duties:

REFERENCES

List at least three references. Do not list employers or relative.

Name _____	Phone (____) _____
Address _____	Occupation _____
Name _____	Phone (____) _____
Address _____	Occupation _____
Name _____	Phone (____) _____
Address _____	Occupation _____
Name _____	Phone (____) _____
Address _____	Occupation _____

Present/Most Recent Employer

Address _____ City _____ State _____ Phone (____) _____
 Starting Date _____ Ending Date _____ Starting Title _____ Starting Earnings _____
 Kind of Business _____

Are you currently employed here? yes no Most Recent Title _____ Most Recent Earnings _____

Job Duties: _____

Immediate supervisor's name and title _____
 What did you like BEST about this job? _____
 What did you like LEAST about this job? _____
 Reason for Leaving _____
 May we contact your present employer now without jeopardizing your position? _____

Previous Employer _____ Kind of Business _____
 Address _____ City _____ State _____ Phone (____) _____
 Starting Date _____ Starting Title _____ Starting Earnings _____
 Leaving Date _____ Leaving Title _____ Leaving Earnings _____
 Job Duties _____

Last immediate supervisor's name and title _____
 What did you like BEST about this job? _____
 What did you like LEAST about this job? _____
 Reason for Leaving _____

List other employment here:

Dates		Company Location	Position or Type of Work	Salary or Wage	Reason for Leaving
From	To				

Occasionally an application blank makes it difficult for an individual to adequately summarize their complete background. Use the space below to summarize any additional information necessary to describe your full qualifications.

It is understood and agreed upon that any misrepresentation by me in this application will be sufficient cause for cancellation of this application and/or separation from Diamond Vogel's service if I have been employed. Furthermore, I understand that just as I am free to resign at any time, Diamond Vogel reserves the right to terminate my employment at any time, with or without cause and without prior notice. I understand that no representative of Diamond Vogel has the authority to make any assurance to the contrary.
 I give Diamond Vogel the right to secure all references, records, and additional information about me, if job related. I hereby release from liability Diamond Vogel and its representatives for seeking such information and all other persons, corporations or organizations for furnishing such information.
 Diamond Vogel is an Equal Opportunity Employer. Diamond Vogel does not discriminate in employment and no question on this application is used for the purpose of limiting or excusing any applicant's consideration for employment on a basis prohibited by local, state, or federal law.
 This application is current for only 90 days. At the conclusion of this time, if you have not heard from Diamond Vogel and still wish to be considered for employment, it will be necessary to fill out a new application.

*Signature of Applicant _____ Date ____/____/____

***Your signature may be added later.**

Thank you for completing this application form and for your interest in employment with us!